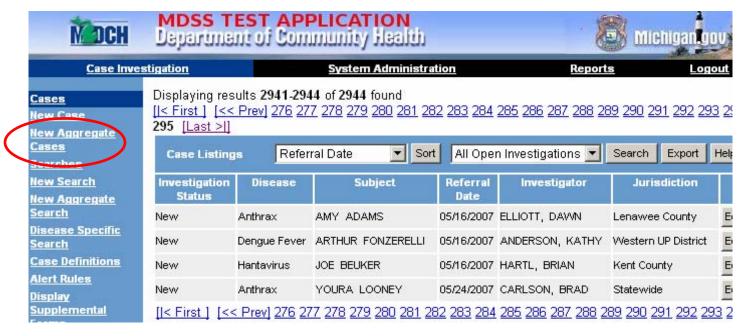
## A Quick Reference Guide to Aggregate Reporting for "Flu-like Disease"

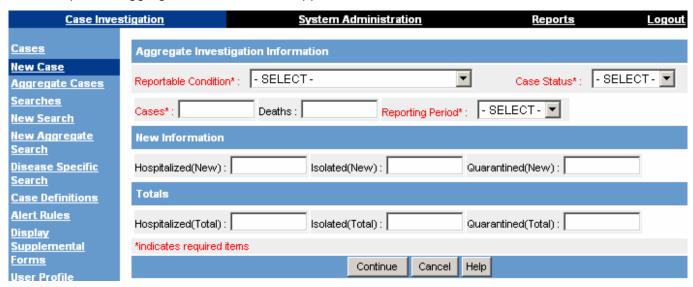
## Michigan Department of Community Health October 2007

The new aggregate report is very similar to an individual case entry:

1. Select 'New Aggregate Cases' from the left toolbar on the entry MDSS screen.



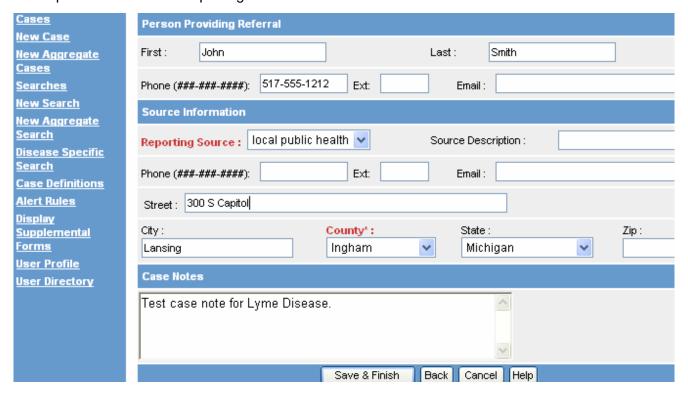
2. The updated Aggregate Cases form will appear



- 3. Fill in the Aggregate Investigation Information:
  - A. Choose 'Flu-like Disease' from the Reportable Condition dropdown.
  - B. Case Status automatically defaults to 'Confirmed'.
  - C. Enter in the number of aggregate flu-like disease cases from your county. If there are no cases to report, enter '0'.
  - D. You now have the option to report on a daily or weekly basis. Choose either 'Daily' or 'Weekly' from the Reporting Period dropdown based on the time period for which you are reporting cases. Most

health departments will choose to report on a weekly basis, as was previously done. Daily reporting is optional and was designed for potential pandemic influenza reporting. You may enter multiple reports using either a weekly or daily reporting period as this is only used to determine how cases are aggregated when running reports.

E. The New Information and Totals sections of this page are optional and were designed for potential pandemic influenza reporting.



- F. On the next page, choose your Reporting Source. LHDs have the option of individually tracking reports from schools, hospitals, etc. Counts from different sources that are grouped together into one report by the LHD should have 'local public health' selected as the reporting source.
- G. Choose the county that this report is for. District health departments need to enter an aggregate report for each county in the district.
- H. All other information is optional at this time for aggregate reporting of Flu-like Disease.

## **Important Points to Remember:**

- If a case has already been entered into MDSS as an individual "Influenza" case, do not double count it in the aggregate "Flu-like Disease" counts
- If you enter reports on a daily basis, the MDSS will automatically total them for the week when you run a report.
- It is critical that each county have a report entered by the end of Friday of each week, even if it is '0'. Entering '0' indicates that you have no cases rather than a failure to report. It also gives you a record that you can update because as long as something was previously entered, counts can be adjusted retroactively.
- To edit an aggregate report, search for the report of interest (under 'New Aggregate Search' on the left toolbar) and click the 'Edit' button to view the report.
  - Investigation Status automatically defaults to 'Completed', so the report must be reactivated in order to edit the data.
  - o At a LHD, an Administrator is the only role able to open an aggregate report for editing.
  - Don't forget to change the aggregate report to 'Completed' again after editing is complete.